

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Convenience Site Attendant – Ft. Barnwell (77- 5)
LOCATION: Craven County Solid Waste Department
HIRING RANGE: \$23,795 - \$24,943
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: October 2, 2015
DATE AVAILABLE: November 1, 2015
CLOSING DATE: October 12, 2015

PRIMARY PURPOSE OF POSITION

The primary purpose of this job is to assist the public at County convenience sites. This position ensures all waste brought to the site is placed in the proper location and collects refuse stickers from citizens disposing of household waste.

ESSENTIAL JOB FUNCTIONS

Works in cooperation with roll-off driver in loading and unloading trash containers in their appropriate place. Assists the public as to what containers their recyclable and other refuse are to be placed in and ensures that recyclables are not mixed with non-recyclable items. Informs the public as to what can and cannot be placed in the convenience site. Assists public in unloading of appliances, furniture and other items as needed. Cleans convenience site grounds. Maintains the compactor by keeping it greased and checking fluids. Ensures that all waste brought to the site does not exceed the maximum load size per trip (one pickup truck or small trailer). Ensures that no commercial waste is brought into the center. Contacts appropriate people by telephone to request a full container be pulled. Records and maintains haul data records. Collects refuse stickers from all bags that are brought to the site for disposal, and keeps a separate account of stickers purchased on Thursdays and Sundays.

ADDITIONAL JOB FUNCTIONS

Ability to accept temporary assignments at any other convenience sites, other than the site to which employee is permanently assigned. Other duties as may be required to efficiently maintain and operate the convenience site. Additional work hours as may be required.

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| Work hours include: | Tuesday, Thursday and Saturday | 7:00 a.m. - 6:30 p.m. |
| | Sunday | 1:00 p.m. - 6:30 p.m. |

MINIMUM EDUCATION AND EXPERIENCE

Any combination of experience and training which will provide for the required knowledge, skills, and abilities. Must be physically able to operate a variety of tools and equipment used in the collection, disposal and clean-up of solid waste material and the site. Requires physical abilities such as lifting, bending, stooping, and pushing. Must be physically able to operate a compactor and to perform such physical labor as may be needed to clean and maintain the convenience site. Work involves some sitting, but most of the time involves walking, standing, stooping, and lifting.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd., New Bern, NC 28560. Craven County Department contact for questions is Rusty Cotton at 252-636-6659.

Craven County is an Equal Opportunity Affirmative Action Employer.

